



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

DEC 29 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1


See instructions before completing this form. Must be submitted with PART 2

1/29/15

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Board of County Commissioners/ Information Systems Department 1301
(Local government entity) (Unit)

 Brandon Hoepfner Director 12/10/14
(Signature of responsible official) (Name) (Title) (Date)


Section B: Records Commission

Clermont County Records Commission (513) 735-8660
Records Commission (Telephone number)

289 East Main Street Batavia 45103 Clermont
(Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:

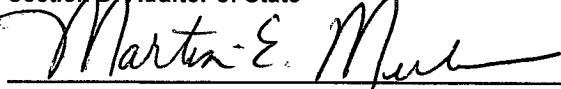
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

 12-22-14
Records Commission Chair Signature Date

Section C: Ohio History Connection- State Archives

 Government Records Archivist 12/31/2014
Signature Title Date

Section D: Auditor of State

 1-26-15
Signature Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2)*See instructions before completing this form.***Clermont County ISD****1301**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1301-01	Annual Budget Budget Preparation Paperwork	5 years	Paper/Electronic		<input type="checkbox"/>
1301-02	Annual Reports Unit Plans of Work (UPW) Annual Plans of Work (APW)	3 years	Paper/Electronic		<input type="checkbox"/>
1301-03	Audit Trail Files Data generated during the creation of a master file or data-base used to validate a master file or database during a processing cycle	28 days (daily backup retention cycle)	Electronic		<input type="checkbox"/>
1301-04	Automated Tape Library System Files Automated records used to or withdrawn from the control, location, maintenance, and disposition of magnetic media in a tape library	Daily backup - 28 days Month-end - 12 months Year-end - 5 years OR Until related records or media are destroyed	Electronic		<input type="checkbox"/>
1301-05	Bids - (Unsuccessful) Proposals - (Unsuccessful) Request for Qualifications (RFQ) Request for Bid (RFB)	2 years after Board Action	Paper/Electronic		<input type="checkbox"/>
1301-06	Computer Usage Files - Electronic files or automated logs created to monitor computer systems usage including but not limited to log-in files, system usage files, data entry logs, Internet access and records of individual computer program usage	Until no longer of administrative value to agency	Electronic		<input type="checkbox"/>
1301-07	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1301-08	Data Documentation/Data Dictionary Records - Records created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records used to explain the meaning, purpose, structure, logical relationships, and origin of the data elements	3 years after discontinuance of system or application and until system's or application's data is destroyed or transferred to a new structure or format	Paper/Electronic		<input type="checkbox"/>

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(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1301-09	Data Processing Disaster Preparedness and Recovery Plans - Records relating to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster - Current plan only	Until superseded by a revised plan	Paper/Electronic		<input checked="" type="checkbox"/>
1301-10	Data Processing Operating Procedures - Procedures for the operation of computer equipment, production control, tape library, system backup, and other aspects of data processing operations	Until superseded, obsolete or upgraded	Paper/Electronic		<input checked="" type="checkbox"/>
1301-11	Data Processing Policies - Records of data processing policies including those covering access and security, system development, data retention and disposition and data ownership - Current plan only	Until superseded, obsolete or replaced, retain one copy until audited	Paper/Electronic		<input checked="" type="checkbox"/>
1301-12	Data Systems Specifications - Records necessary for using the system user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow charts, system specifications and input/output specifications	3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment	Paper/Electronic		<input checked="" type="checkbox"/>
1301-13	Electronic Mail - Email	Retain according to content	Paper/Electronic		<input checked="" type="checkbox"/>
1301-14	Expense Records - Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years or maintain in Auditor's Accounting System	Paper/Electronic		<input checked="" type="checkbox"/>
1301-15	Help Desk Telephone Logs and Reports - Records used to document requests for technical assistance and responses to these requests as well as to collect information on the user of computer equipment for program delivery, security, or other purposes	5 years	Paper/Electronic		<input checked="" type="checkbox"/>

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(Local government entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1301-16	Information Resources Management and Data Processing Service Plans - Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas	Retain until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
1301-17	Network Usage Reports - Summary reports and other records created to document computer usage for reporting or other purposes.	Until no longer of administrative value to agency	Paper/Electronic		<input type="checkbox"/>
1301-18	Operating System and Hardware Conversion Plans - Records relating to the replacement of equipment or computer operating systems.	1 year after successful conversion	Paper/Electronic		<input type="checkbox"/>
1301-19	Pay Ins to Treasury Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
1301-20	Payroll Worksheets - Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic		<input type="checkbox"/>
1301-21	Personnel Files - Copies	90 days - Original kept at Human Resources	Paper/Electronic		<input type="checkbox"/>
1301-22	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Permanent until superseded, obsolete or replaced	Paper/Electronic		<input checked="" type="checkbox"/>
1301-23	System Backup Files - Copies of master files or database, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	Daily backup - 28 days Month-End - 1 year Year End - 5 years	Paper/Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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(Local government entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1301-24	Technical Program Documentation Copy of program codes, flowcharts, maintenance logs, system change notices, original design documents, specifications, requirements, acceptance tests and other records that document computer programs and the modifications made to computer programs	Until all data in system has been migrated or destroyed	Paper/Electronic		<input type="checkbox"/>
1301-25	Text Database Files - Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system	3 years after discontinuance of system and until all system data is destroyed or transferred to a new operating environment	Paper/Electronic		<input type="checkbox"/>
1301-26	Uniform Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
1301-27	Security Monitoring Emails and Video Clips	60 days, no RC-3 required	Electronic		<input type="checkbox"/>

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